

Unit DCT 4:**Speech Recognition****Content Standard DCT 4.1**

Students use start-up procedures for speech recognition tools.

Performance Expectations	Instructional Strategies	Assessment Strategies	Supplementary Resources
DCT 4.1.1 Create and choose a personal user speech file/profile DCT 4.1.2 Train speech recognition software to recognize the user's voice through the training/enrollment process DCT 4.1.3 Position and adjust headset or microphone DCT 4.1.4 Test the microphone and audio settings	Discuss and demonstrate: <ul style="list-style-type: none">➤ Proper software activation procedures➤ Proper microphone placement➤ Enrollment procedure	Evaluate student's ability to: <ul style="list-style-type: none">➤ Train software for effective use	Speech Recognition--10 Things About Dragon Speech Recognition--PowerPoint Presentation Speech Recognition--Profiles in Speech Speech Recognition--5 Goals of Keyboarding Injury Prevention www.speakingsolutions.com Century 21 Jr. Input Technologies: Thomson/South-Western: Chapter 8 Century 21 Jr. Input Technologies & Computer Applications: Thomson/South-Western: Chapter 8 DigiTools: Thomson/South-Western: Chapter 7 <i>Indiana Academic Standards English/Language Arts 9.1.2, 9.2.5</i>

Unit DCT 4:**Speech Recognition****Content Standard DCT 4.2:**

Students use basic speech recognition commands and techniques.

Performance Expectations	Instructional Strategies	Assessment Strategies	Supplementary Resources
<p>DCT 4.2.1 Open and close computer software applications and menus</p> <p>DCT 4.2.2 Activate or deactivate the microphone</p> <p>DCT 4.2.3 Use correct commands in entering course appropriate text</p> <p>DCT 4.2.4 Navigate through a document</p> <p>DCT 4.2.5 Print documents</p>	<p>Discuss and demonstrate:</p> <ul style="list-style-type: none"> ➤ Opening and closing computer software applications and menus ➤ Activating or deactivating the microphone ➤ Clearing text from screen ➤ Dictating line and paragraph breaks ➤ Dictating punctuation ➤ Enhancing speaking/enunciation techniques ➤ Dictating from prepared dialog or text for speech recognition software input ➤ Navigating a document that facilitates movement by character-by-character, word-by-word, line-by-line, paragraph-by-paragraph, page-by-page, and from the beginning to the end of the document ➤ Printing documents 	<p>Evaluate student's ability to:</p> <ul style="list-style-type: none"> ➤ Turn microphone on and off ➤ Perform additional training ➤ Dictate correct punctuation ➤ Navigate through a document using speech commands <p>Nifty 50 from Speaking Solutions</p> <p>Assessment Strategies from Speaking Solutions</p> <p>Evaluate student's ability to follow directions in software manual</p> <p>Observe students turning off microphones before asking questions or making other comments</p> <p>Note: You can use the same activities listed previously in Units 2 and 3 by changing them to using speech recognition instead of keying material.</p>	<p>Speech Recognition--10 Things About Dragon</p> <p>Speech Recognition--PowerPoint Presentation</p> <p>Speech Recognition--Profiles in Speech</p> <p>Speech Recognition--5 Goals of Keyboarding Injury Prevention</p> <p>Speech Quiz</p> <p>Punctuation Speech Commands</p> <p>www.speakingsolutions.com</p> <p>Century 21 Jr. Input Technologies: Thomson/South-Western: Chapter 8</p> <p>Century 21 Jr. Input Technologies & Computer Applications: Thomson/South-Western: Chapter 8</p> <p>DigiTools: Thomson/South-Western: Chapter 7</p> <p><i>Indiana Academic Standards English/Language Arts 9.1.2, 9.2.5, 9.6.1</i></p>

Unit DCT 4:**Speech Recognition****Content Standard DCT 4.3:**

Students improve dictation and editing techniques.

Performance Expectations	Instructional Strategies	Assessment Strategies	Supplementary Resources
<p>DCT 4.3.1 Improve speech profile</p> <p>DCT 4.3.2 Use appropriate commands for formatting</p> <p>DCT 4.3.3 Use appropriate methods for special characters and non-alphabetic text</p> <p>DCT 4.3.4 Use voice commands to select, copy, delete, and move text</p> <p>DCT 4.3.5 Add words, including names, to speech recognition dictionary using the add word feature</p> <p>DCT 4.3.6 Save a selected dialog and/or document</p>	<p>Discuss and demonstrate:</p> <ul style="list-style-type: none"> ➤ Copy performance expectations ➤ Improve speech profile by correcting errors using the correction menu (or quick correct menu) ➤ Use commands for capitalization and font format ➤ Dictate symbols and special characters ➤ Dictate numbers, including decimals and fractions ➤ Dictate dates, phone numbers, currency, web and e-mail addresses, and the time of day ➤ Use voice commands to select, copy, delete, and move text ➤ Add words, including names, to speech recognition dictionary using the add word feature ➤ Improve a user speech profile by reading additional training stories or scripts ➤ Save a selected dialog/document 	<p>Evaluate student's ability to:</p> <ul style="list-style-type: none"> ➤ Add or train word ➤ Apply formatting commands ➤ Successfully dictate a readable document containing special characters, various number formats and the student's name <p>Nifty 50 from Speaking Solutions</p> <p>Assessment Strategies from Speaking Solutions</p>	<p>Speech Recognition--10 Things About Dragon</p> <p>Speech Recognition--PowerPoint Presentation</p> <p>Speech Recognition--Profiles in Speech</p> <p>Speech Recognition--5 Goals of Keyboarding Injury Prevention</p> <p>Dragon Naturally Speaking Commands</p> <p>Dragon Naturally Speaking Commands Key</p> <p>www.speakingsolutions.com</p> <p>Century 21 Jr. Input Technologies: Thomson/South-Western: Chapter 8</p> <p>Century 21 Jr. Input Technologies & Computer Applications: Thomson/South-Western: Chapter 8</p> <p>DigiTools: Thomson/South-Western: Chapter 7</p> <p><i>Indiana Academic Standards English/Language Arts 9.1.2, 9.2.5, 9.6.1, 9.6.3</i></p>

Unit DCT 4:**Speech Recognition****Content Standard DCT 4.4:**

Students format text using speech commands.

Performance Expectations	Instructional Strategies	Assessment Strategies	Supplementary Resources
<p>DCT 4.4.1 Compose, input, and format various documents</p> <p>DCT 4.4.2 Apply various voice formatting techniques to a word processing document</p> <p>DCT 4.4.3 Apply proofreading and editing skills</p>	<p>Discuss and demonstrate:</p> <ul style="list-style-type: none"> ➤ Create bulleted and numbered lists ➤ Capitalize titles or headings ➤ Font effects <p>Compose various business documents including letters, memos, e-mails, reports, etc.</p> <p>Any activity previously mentioned from the keyboarding section can be used for speech.</p>	<p>Evaluate student's ability to:</p> <ul style="list-style-type: none"> ➤ Compose a usable document using speech commands only <p>Nifty 50 from Speaking Solutions</p> <p>Assessment Strategies from Speaking Solutions</p> <p>Appropriate assessment activities utilized in the keyboarding and formatting sections could be used here.</p>	<p>Speech Recognition--10 Things About Dragon</p> <p>Speech Recognition--PowerPoint Presentation</p> <p>Speech Recognition--Profiles in Speech</p> <p>Speech Recognition--5 Goals of Keyboarding Injury Prevention</p> <p>www.speakingsolutions.com</p> <p>Making a Flyer</p> <p>Century 21 Jr. Input Technologies: Thomson/South-Western: Chapter 8</p> <p>Century 21 Jr. Input Technologies & Computer Applications: Thomson/South-Western: Chapter 8</p> <p>DigiTools: Thomson/South-Western: Chapter 7</p> <p><i>Indiana Academic Standards English/Language Arts 9.1.2, 9.2.5, 9.4.3, 9.4.10, 9.4.11, 9.4.12, 9.5.5, 9.5.7, 9.5.8, 9.6.1, 9.6.2, 9.6.3, 9.6.4</i></p>